

EDUCATION & TRAINING TOOLKIT

Individual Learning Needs Assessment/Skills Checklist

NAME: _____ DIVISION: ENVIRONMENTAL

SIGNATURE OF APPROVING AUTHORITY: _____ DATE: _____

EMPLOYEE SIGNATURE: _____ DATE: _____

GENERAL ENVIRONMENTAL SKILL SET (C.3.1)

(Adapted from the American Public Health Association, National Center for Environmental Health, Core Competencies, 2001)

Date	Category	Criteria for evaluation	Skill met / evaluation date	Skill unmet / evaluation date	Resources to address learning needs	Date for skill to be met
	Assessment (Information Gathering)	1. Identifies resources for credible information				
		2. Compiles relevant and appropriate information when needed				
	Assessment (Data Analysis & Interpretation)	Demonstrates ability to analyze, interpret, and present results in appropriate manner to a variety of audiences				
	Management (Evaluation)	Demonstrates ability to evaluate effectiveness of procedures, interventions, and programs				
	Management (Problem Solving)	Demonstrates ability to develop appropriate solutions to environmental health problems				
	Management (Economic and Political Issues)	Verbalizes understanding of issues concerning economic and political implications of environmental decisions				
	Management (Organizational)	Consistently demonstrates ability to function within the organization and be an effective team player				

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	Management (Project Management)	1. Demonstrates ability to plan, implement, and maintain fiscally responsible programs				
		2. Demonstrates ability to manage workload across entire program areas				
	Management (Computer Technology)	Demonstrates ability to utilize information technology to produce work products				
	Management (Reporting, Documentation, & Record Keeping)	Demonstrates ability to accurately document actions, maintain retrievable records, and notify local and state authorities of actions taken when appropriate				
	Management (Collaboration)	Demonstrates ability to develop partnerships with local and state organizations to enhance job performance				
	Communication	Demonstrates ability to use effective verbal and written communication with colleagues, clients, policy makers, media, and other groups as appropriate				
	Communication (Education)	Demonstrates ability to effectively educate the public on environmental health issues including public health rationale for recommendations				

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	Communication (Conflict Resolution)	Demonstrates ability to facilitate resolving conflicts among agency staff, community members, and regulatory individuals				
	Communication (Marketing)	Demonstrates ability to articulate basic environmental health concepts to public				
	Communicable Disease	1. Verbalizes familiarity with local health department communicable disease programs				
		2. Collaborates with public health nurse(s) as appropriate to monitor, manage, and evaluate public health concerns such as: <ul style="list-style-type: none"> · Animal bites; rabies control · Bioterrorism agents (e.g. Smallpox, Plague, Tularemia, Anthrax, and others) · Vector borne diseases (e.g. encephalitis, ehrlichiosis, Lyme, and others) · Rodent control; hantavirus · Bird control; histoplasmosis · E. coli O:157 · Legionellosis · Tattoo and body piercing facilities per Indiana Code or county ordinance 				

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